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Rec. Mgmt
11/4
9-3-5
File Records Keeping
Stat & Standards
Microfilm

4 November 1960

RECORDS KEEPING COSTS

Source: Records Engineering Inc., (In conducting GSA Survey, February 1954)

Cost of Microfilm 16,000 pieces of paper	$240.00
Cost for one year to store 16,000 pieces of paper in Records Center for one year	3.60
Cost to stpre one piece of paper one year in Records Center	.0022
Cost to Microfilm one piece of paper	.025

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Source: Second Hoover Commission, January 1955

Cost to microfilm 16,000 pieces of paper - $320 ($20 per 1,000 pieces, or $ .02 each)	
Cost to store 16,000 pieces of paper in Records Center for one year - $4.80 ($ .003 per piece of paper).	
Cost to Microfilm one piece of paper	$ .02

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Source: Agency Experience, 1960

See attachment dated 30 June 1960

Re: Costs to store One Cu. Ft. of Records (2,000 pieces of paper) For One Year.

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